

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										14. Agency Use NAF																			
a. Office of Personnel Management																																																		Initials										Date									
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Laborer										NA										3502										01										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position OPM FWS JGS for Laborer 3502, HRCD-2 Dec 96																																																	
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Laborer **POSITION NUMBER** 01-023A

JOB SERIES: 3502 **PAY LEVEL:** NA-1

Summary of Duties: Performs simple manual tasks including one or more of the following duties: Loads and unloads carts and pallets. Lifts and carries light to medium-weight packages and places them where directed. May use a hand-truck to move bulky but relatively light packages. Opens and unpacks cardboard cartons by hand, and removes contents. Applies predetermined or computerized price tags to merchandise. Stocks shelves, rotates merchandise and dusts shelves. May bag merchandise at register. Picks-up trash and paper from grounds and working areas. May rake leaves and pull weeds, as required. May retrieve shopping carts from parking lot. Replenishes sacks and other expendable items used for merchandise. Performs other related duties as assigned.

Skills and Knowledge: Ability to read simple signs and follow simple oral instructions; move around well enough to work safely; lift and move light to medium-weight objects. Must be able to use simple tools and equipment such as rake, hand-truck, etc.

Responsibility: Works with specific instructions, and is not called upon to make decisions other than simple choices. For many tasks the supervisor frequently checks work, however for other tasks, such as picking up all paper and trash in the parking lot, supervision is not necessary or practical.

Physical Effort: Work requires light to moderate physical effort and involves frequently lifting and carrying light-to medium-weight objects of about 10-30 lbs. May drag garden hoses and pushes carts requiring similar effort. Occasionally lifts and carries moderately heavy objects up to 45 lbs., and continually walks, bends, stoops and reaches.

Working Conditions: Work performed indoors may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. Outdoor work is not normally performed in bad weather. There is chance of minor injuries (Bruises, cuts, and scrapes).